



**Best Western  
Pembroke Inn &  
Conference Centre**

*The BEST*  
**Conferences & Events**

1 International Drive Pembroke, ON K8A 6W5 • BestWesternPembroke.com

## The BEST Conferences & Events



### Over 9,000 Square Feet of Dedicated Conference Space

Best Western Pembroke Inn & Conference Centre is the **ideal location** for **your meetings and events**.

Nestled in the heritage town of Pembroke, we are **conveniently located** at the intersection of the Trans Canada Highway (17) and Highway 41 in Pembroke. **Ample free parking** is provided to all meeting attendees.

With your choice of several banquet rooms and scenic landscaped gardens, you can **take comfort** in knowing that we will have the **perfect space** for **your meetings**.

Our conference packages are tailor made to provide **everything you require**. With our onsite meeting coordinator, you can be confident that your event will unfold exactly as you expect - **without the stress**.

For all meeting inquiries please contact our meeting coordinator, your event expert. We are happy to answer any questions with genuine warmth and personalized service.

#### To Contact Us:

**TOLL FREE: 800 567 BEST (2378)**

**EMAIL: Info@BestPembroke.com**

The Ottawa Valley's **largest Hotel** and Conference Centre features all the facilities and services of large city centres, but with all of the charm and friendly hospitality of a small town.

Guests traveling on business will appreciate the variety of services available, including comprehensive meeting and conference facilities that can comfortably **accommodate up to 400 people**.

*We are the largest meeting & conference facility between Ottawa and North Bay.*

#### Our Conference Services Include:

- A full range of audio/visual and presentation equipment
- Customized menu planning
- Meeting and conference packages available
- Secure hard wired high speed internet access and free WiFi
- Totally climate controlled



100/50 High Speed Internet



*All catering prepared by  
Westwinds Restaurant.  
WestwindsRestaurant.ca*

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## FREQUENTLY ASKED QUESTIONS

### Is there a charge for parking?

No, we do not charge for parking. It is always complimentary to hotel and conference guests.

### What's the distance to the nearest airport?

The Pembroke Regional Airport is 17 kms from the hotel.

### Can meeting attendees book hotel rooms?

Yes, we would love to accommodate you and your attendees with our 88 rooms & suites. Meeting attendees may also reserve room blocks at reduced rates.

### Can Best Western Pembroke host my wedding or a special event?

With over 9,000 square feet of meeting space, several banquet halls, a spacious outdoor patio, outdoor gazebo and a wedding planning team, weddings are also a specialty that often exceed Bride & Groom's expectations.

### Is it possible to create a theme for our meeting?

Yes, our team of event specialists work with you to create an indoor and/or outdoor theme that will not be forgotten.

### Does the hotel offer food & beverages?

Absolutely! Westwinds Restaurant is onsite and can provide all your food & beverage needs monitored by our executive chef.

**DID YOU  
KNOW**



*You can reserve a block of hotel rooms for you and your guests at reduced rates?*

### What about attendees with special dietary needs?

No problem. Just tell us what dietary needs are required such as gluten free, vegan, vegetarian, allergenic, etc. Our catering team will ensure all dietary needs are met.

### Are you a full-service hotel?

Yes indeed! We have hotel rooms, suites, offer room service, provide a full-service fitness facility and proudly offer an onsite restaurant.

### Do you have team building areas?

There are many options for team building. Large outdoor spaces like our patio or gazebo area make ideal breakaway spaces for your event. We can also co-ordinate our full service fitness team to play a role in team building through fitness programs such as Aquafit. Did we mention our indoor salt water pool, saunas and hot tub? If that's not enough we're happy to include our local golf, rafting or local tourism partners.

### Do you offer audio and video equipment?

Of course! We offer a Screen & Wireless Projector, Wireless Microphone & Podium, Additional Wireless Microphones and Audio Output/Surround sound.

### All you need for your event under one roof!



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Updated August, 2023



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## CONFERENCE, MEETING & EVENT PRICE LIST



*AV Equipment rental is per day, includes set up and AV support for a flat rate of \$45*



**AV Equipment Rental Rates:**

- Video Conferencing
- Screen & Wireless Projector
- Wireless Microphone & Podium
- Additional Wireless Microphone
- Audio Output/Surround sound



**\$45**

Room	Space	Ceiling Ht.	Size	U-Shape	Banquet	Theatre	Class	Board	Rate
Copeland	1628 Sq. Ft.	12 Ft.	37 X 44'	44	-	110	60	48	\$250
Mackay	1443 Sq. Ft.	12 Ft.	37 X 39'	44	100	175	60	48	\$250
Copeland-Mackay	3108 Sq. Ft.	12 ft.	37 X 84'	-	170	400	200	-	\$500
Daniel Fraser	862 Sq. Ft.	9 Ft.	23 X 25'	20	50	75	32	20	\$200
Executive Board Room	204 Sq. Ft.	8 Ft.	13 X 22'	-	-	-	-	8	\$125
Board Room 302	286 Sq. Ft.	8 Ft.	13 X 22'	-	-	-	-	8	\$125
Board Room 304	286 Sq. Ft.	8 Ft.	13 X 22'	-	-	-	-	8	\$125
Board Room 308	286 Sq. Ft.	8 Ft.	13 X 22'	-	-	-	-	8	\$125

*All rentals are per day and include: Parking, WiFi, Water Service, Pens, Pencils and Pads*



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## DAY STARTER & BREAK MENU

*All prices are subject to room rental, 18% facility fee and all applicable taxes.  
All menu prices are based on a minimum of 35 people.*

### Full Breakfast

- The Full Breakfast**-Bacon, Scrambled Eggs, Sausages, Home Fries, Toast, Assorted Pastries, Fresh fruit Platter, Tea and Coffee.....17
- The Monte Cristo**- Home Fries, Monte Cristo Breakfast Sandwiches, Yogurt and Granola, Fresh Whole Fruit, Tea and Coffee.....19
- The Light Option**-Yogurt, Fresh Fruit, Granola, Cheese, Croissants, Juice, Tea and Coffee.....12

### Full Coffee Service

- Includes:** Juice (apple, orange, cranberry)
- Assortment of Fresh Baked Muffins, Mini Croissants and Mini Danish (based on one per person) Tea and Coffee.....8/person

### Refreshment Breaks

- Coffee and Tea per Cup.....3
- Chilled Juice Pitchers.....15
- Bottled Water.....3
- Perrier.....4
- Soft Drinks.....3
- Yogurt and Granola.....5
- Fruit Kabobs with Yogurt dipping Sauce (per dozen).....35
- Cereal Bars and Granola Bars.....3
- Homemade Chips.....4
- Popcorn Bar.....3
- Fresh Fruit Plate-Small: serves 20.....68  
Large: serves 40.....128
- Vegetables and Dip-Small: serves 20.....48  
Large-serves 40.....93
- Cheese and Crackers.....8
- Assorted Meats.....10
- Fresh Baked Cookies (per dozen).....18
- Assorted Sweets (per dozen).....20
- Assorted Muffins and Pastries (per dozen).....35

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## **PLATED & BUFFET LUNCH MENU**

*All prices are subject to room rental, 18% facility fee and all applicable taxes.  
All menu prices are based on a minimum of 35 people.*

### **Main Courses**

- Buffalo Grilled Chicken Wrap** with Homemade Coleslaw/ Chef's Dessert/ Tea & Coffee .....19
- Smoked Meat** with Homemade Potato Salad/ Chef's Dessert/ Tea and Coffee ..... 22
- Homemade Bacon Mac and Cheese** with Tossed Salad/ Chef's Dessert/ Tea and Coffee.....22

### **Hot Buffet Lunch**

*Includes Bread and butter, Garden Salad with Assorted Dressings, Pasta Salad, Relish Platter, Assorted Desserts, Fresh Fruit Platter, Tea & Coffee*

- Chicken Parmesan** with Seasoned Rice and Vegetable Medley ..... 26
- Roast Inside Round of Beef** with Pan Gravy, Roasted Potatoes and Vegetable Medley.....32
- Homemade Lasagna** .....23
- Homemade Bacon Mac and Cheese** with Garlic Toast .....26
- Beef Stew**.....25
- Slow Roasted Turkey** with Pan Gravy, Stuffing and Cranberry Sauce..... 35

### **Cold Buffet Lunch**

- The Quickie-** Assorted Sandwiches(1.5 per person), Relish Platter, Assorted Sweets, Fresh Fruit Platter and Tea and Coffee.....18
- The Deli Bar-** Assorted Meats, Breads, and Cheeses, Egg Salad, Pasta Salad, Garden Salad with Assorted Dressings, Assorted Sweets, Fresh Fruit Tray, Tea and Coffee..... 23
- Gourmet Salad Bar-** Spring Mix, Romaine, Tomatoes, Cucumber, Peppers, Onions, Broccoli, Cheese, Chicken, Ham, Tuna, 3 Dressings, Croutons, Raisins..... 20
- Add Homemade Soup**..... 6
- Add Garden Salad**..... 5
- Add Vegetables and Dip**..... 6
- Upgrade to Wraps**.....3

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## APPETIZER MENU

Please select from the following appetizers to make your ideal combination. A minimum of 3 dozen of each selection is required. All the above prices are subject to room rental, 18% facility fee and applicable taxes.



- Stuffed Mushroom Caps.....23/dozen
- Pickle Spears with Butter Milk Dill Dipping Sauce .....18/dozen
- Mini Smoked Meat Sandwiches on Pretzel Buns.....39/dozen
- Bruschetta on Crostini's.....23/dozen
- Thai Spring Rolls with Sweet Chili Sauce.....23/dozen
- Assorted Mini Quiche.....23/dozen
- Pork Souvlaki with Tzatziki Sauce....33/dozen
- Baked Salmon Flat Bread with Cream Cheese, Caramelized Onions & Balsamic (12-14 pieces).....28/flatbread
- Honey BBQ Meatballs.....22/dozen

## A LA CARTE MENU

Includes Soup or Salad, Main Meal, Side, Vegetable, Dessert, Tea and Coffee. **Menu prices are based on a minimum of 35 people. For prime time event dates a minimum of 80 people is required. \$2 plating fee applies to all Al La Carte menu items.**



- Slow Roasted Prime Rib of Beef with Pan Gravy and Yorkshire Puddings .....48
- 6 oz Bacon Wrapped Fillet Mignon with Red Wine and Peppercorn Sauce .....48
- Chicken Supreme Stuffed with Spinach and Goats Cheese, with a White Wine Sauce....41
- Chicken Supreme Stuffed with Roasted Red Peppers and Parmesan with Mushroom Cream Cheese Sauce.....35
- Breast of Chicken with a Mushroom Herb Cream Sauce.....31
- Poached Atlantic Salmon with a Tarragon Sauce.....41
- Roast Beef Inside Round with Pan Gravy....35
- 10oz French Pork Chop.....39

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## DINNER BUFFET MENU

*Includes Bread and Butter, 2 Salads, Side, Vegetables, 3 Desserts, Tea and Coffee*

- Slow Roasted Turkey w/ Pan Gravy, Stuffing and Cranberry Sauce.....38
- Breast of Chicken w/ a Mushroom Herb Sauce ..... 33
- Chicken Supreme Stuffed w/ Spinach & Goats Cheese, w/ a White Wine Sauce...38
- Roast Inside Round of Beef w/ Pan Gravy..... 35
- Slow Roasted Prime Rib of Beef w/ Pan Gravy & Yorkshire Puddings.....49
- Additional Entrée..... 11

### Buffet Salad Options

Caesar Salad/Greek Salad/Garden Salad with Assorted Dressings/Pasta Salad/Potato Salad.

### Buffet Side Options

Roasted Potatoes/Seasoned Rice/Garlic Mash/Potato Croquette.

NOTE: All meals will come with vegetable medley.

### Buffet Dessert Cake Options

Assorted seasonal cakes



Assorted seasonal cakes

## LATE NIGHT MENU

- Popcorn Bar..... 3
- Fresh Fruit Plate- Small (serves 20)..... 68  
Large(serves 40)..... 128
- Vegetables & Dip-Small (serves 20)..... 48  
Large (serves 40)..... 93
- Assorted Sandwiches..... 11
- Pierogi Bar-Mushrooms, Onions, Bacon and Sour Cream.....8
- Cheese and Crackers..... 8
- Homemade Pepperoni Pizza..... 18
- Thai Spring Rolls ..... 23/dozen
- Honey BBQ Meatballs..... 22/dozen
- Poutine Station ..... 9
- Pasta Station-Penne Pasta, Tortellini, Cheese, Mushrooms, Onions, Tomato Sauce, Alfredo Sauce, Garlic Toast.....12
- Popcorn Chicken with Assorted
- Dipping Sauces.....10/dozen
- Smoked Meat Sandwich Bar.....8

### Plated Salad Options

Caesar Salad/Greek Salad/Garden Salad with House made Dressing/Spinach, Pear and Goats Cheese Salad/Asian Salad with Mandarins, Red onions and Sesame seeds.

### Plated Side Options

Roasted Potatoes/Seasoned Rice/Garlic Mash/Potatoes Croquette.

NOTE: All meals will come with Vegetable Medley

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